CTEP-IAM / ID.ME INTEGRATION

EXISTING USERS ON-BOARDING TO ID.ME

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CTEP-IAM & ID.me Integration (IAL2 / AAL2)

Version Number	Date	Number of Section, Figure or Table	A[1] M D	Description of the Change	Change Request Number
1.0	07/08/2022		A	Frist approved version of the document	
1.1.	12/01/2022		M	Updates to application screen and email snapshots	IAM v5.3.0

CTEP-IAM Release 5.3.0

Use Case: Existing CTEP-IAM users onboarding to ID.me and establishing a link between their CTEP-IAM and ID.me credentials

Reference:

- https://help.id.me/hc/en-us/articles/360018113093-How-do-I-set-up-Text-Message-or-Phone-Call-multi-factor-authentication-
- https://help.id.me/hc/en-us/articles/4711423402647
- https://help.id.me/hc/en-us/articles/360052242853
- https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me

Application URL:

- https://ctepcore.nci.nih.gov/iam

CTEP-IAM Account Login

1. Copy the application URL (above) and paste it into a browser or click on the link

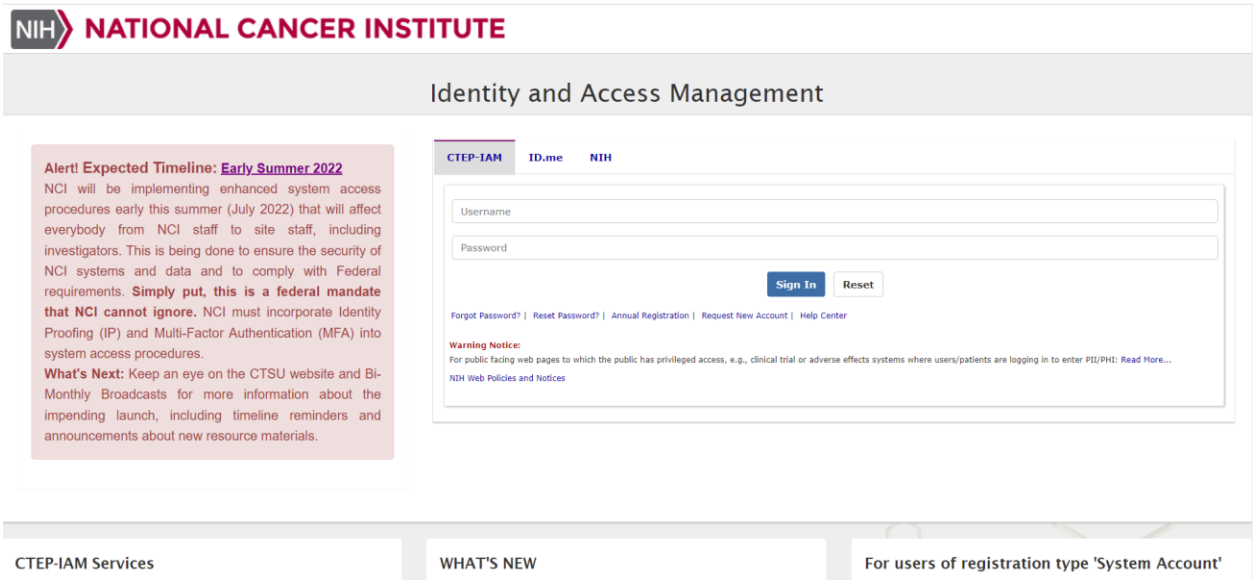

Figure 1: CTEP-IAM Login Screen

2. Under "**CTEP-IAM**", enter current CTEP-IAM username and password.
    - If password has expired, please use the "Forgot Password" feature to change the password.

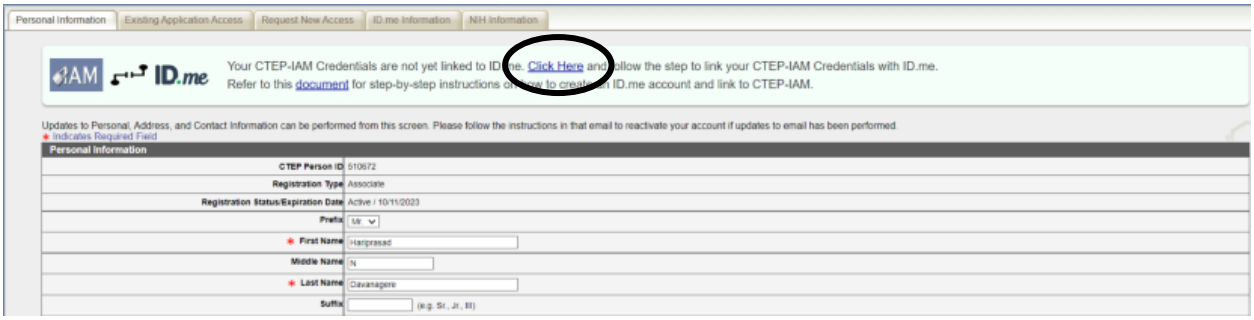

Figure 2: CTEP-IAM Welcome Screen After Login

3. Navigate to "ID.me Information" section
    a. Option I: "Click here" (highlighted in the above snapshot) will take users to "ID.me information" section.
    b. Option II: Click on "Personal Information" on the left menu to go to "ID.me information" section.

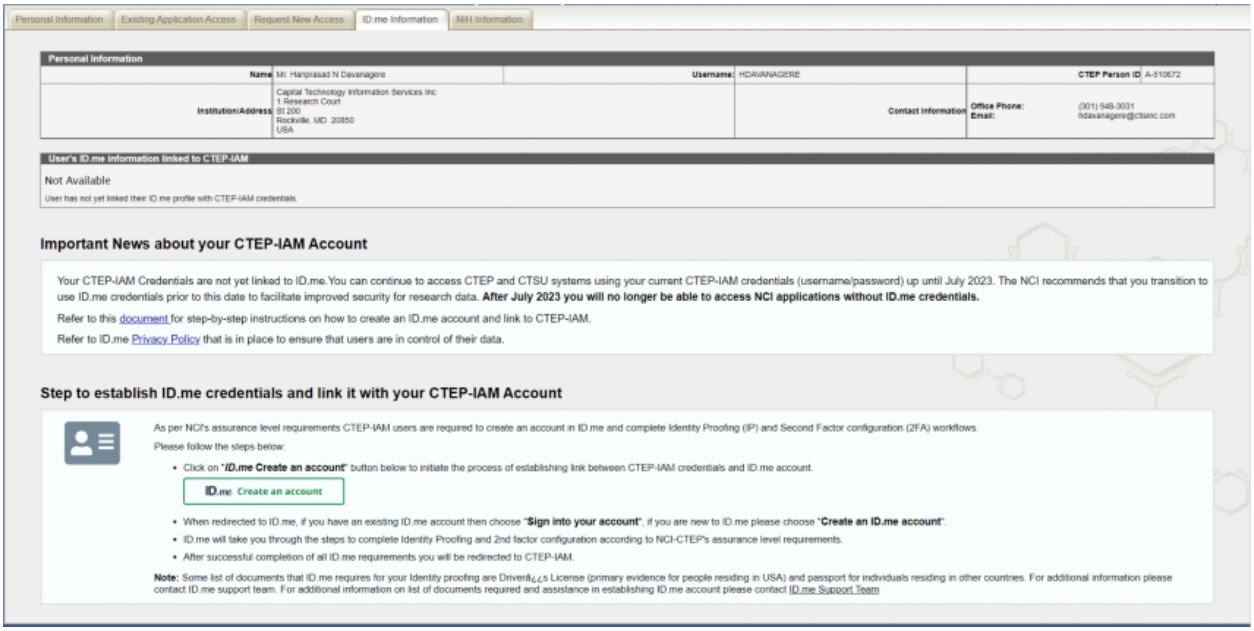

Figure 3: ID.me Information Section

Establishing and Linking ID.me Credentials

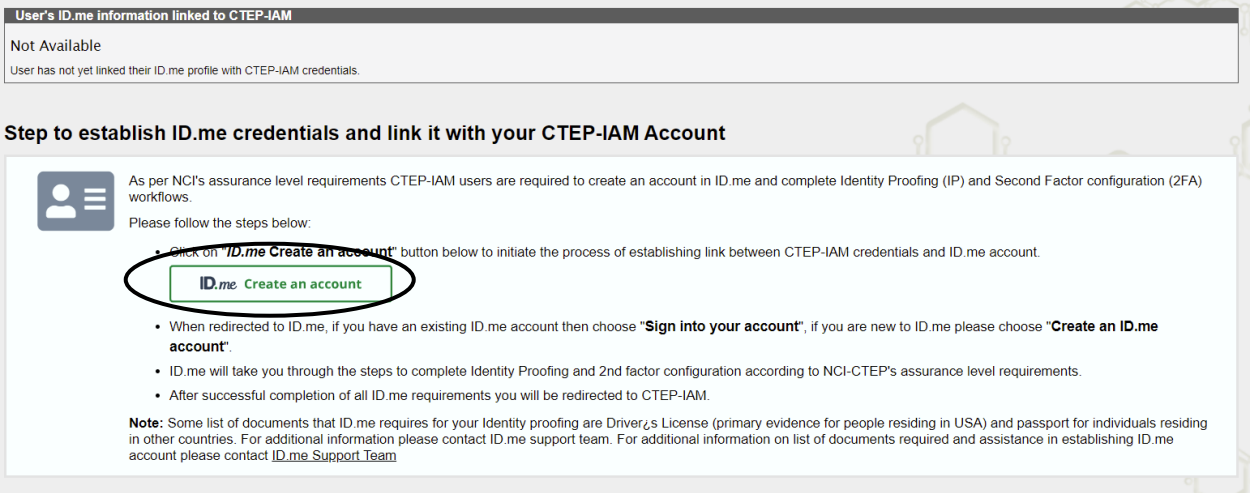

Figure 4 : ID.me Information Section

4. Click on "**ID.me Create an account**" button (highlighted in the above snapshot)

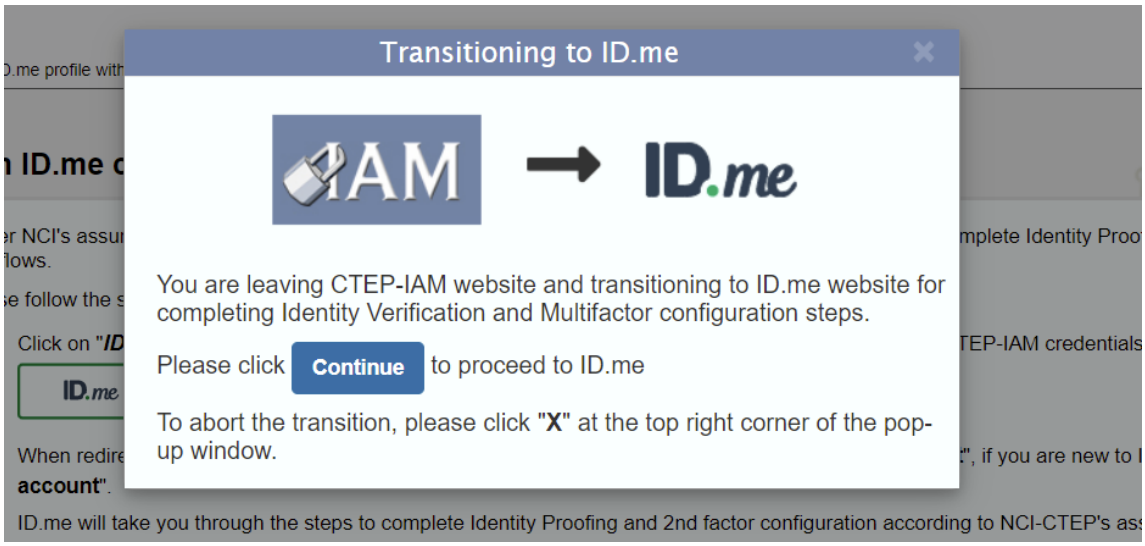

Figure 5: Popup Message before redirecting users to ID.me

5. Click on '*ID.me create an account*" and sign in or create a new ID.me account with a secure email address. *Note: If users already have an ID.me account or initiated the process of linking ID.me account to CTEP-IAM but the process aborted before completion, click "sign in"*

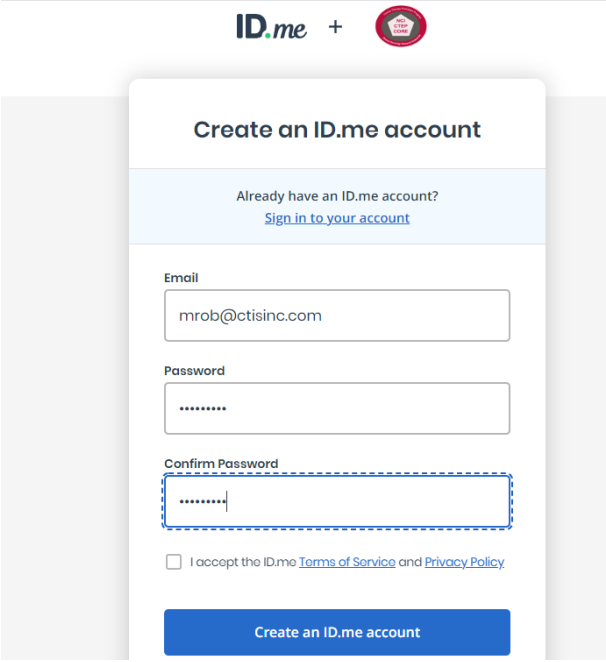

Figure 6: ID. me Create Account Screen

6. Select and set up an MFA option. Available options include:
    a. Phone Call to Landline with One-Time Passcode (OTP)
    b. ID.me Mobile Application Push Notification
    c. ID.me Mobile Application Time-Based One-Time Passcode (TOTP)
7. Choose an identification method and submit for verification. Approved verification documentation includes:
    a. Driver's License or State ID
    b. Passport or Passport Card
    c. Note: If you live outside of the United States or if you are unable to successfully verify your identity with a driver's license, state ID, or passport document, you may see the option to connect with an ID.me Trusted Referee or Video Chat Agent
        i. Click on "I don't live in the United States" when asked to choose a verification method. Select "Get Started" to start the process to verify your identity on a video call.
        ii. Enter and review personal information
        iii. Select and gather identification documents. You will need two primary documents or one primary document and two secondary documents. Upload an image or take a photo of your identity documents that you will share with the Trusted Referee.
        iv. Once the documents are accepted, you will be prompted to start the video call with a trusted referee.
8. Submit a personal photograph using a secure mobile device to confirm the identification method.
9. On successful completion of the identity verification and multi factor authentication configurations, ID.me will present the screen shown below and request users'' consent to share five attributes to CTEP-IAM.

10. Please click "**Allow**" to complete the activation of CTEP-IAM account along with establishing a link to users' ID.me credentials.

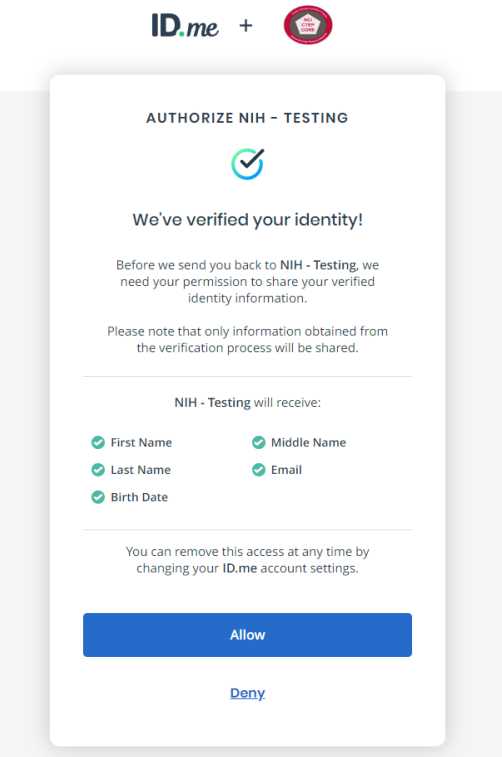

Figure 7: Allow Sharing Option

11. Few points to note:
    a. It is important that users accept to share data with NCI CTEP and click "Allow", without which the new account activation will not be complete.
    b. If the users choose to "Deny", they will be redirected back to CTEP-IAM without completing the account activation. In this case, users will have to repeat the ID.me establishing steps, however, during the subsequent attempts, users will choose the ID.me option to "Sign in to your account" instead of creating a new ID.me account.
    c. Users that have not linked their ID.me accounts to CTEP-IAM will NO longer be able to access NCI applications after July 2023.

12. On successfully establishing the link, users must view their ID.me credentials in CTEP-IAM as shown below

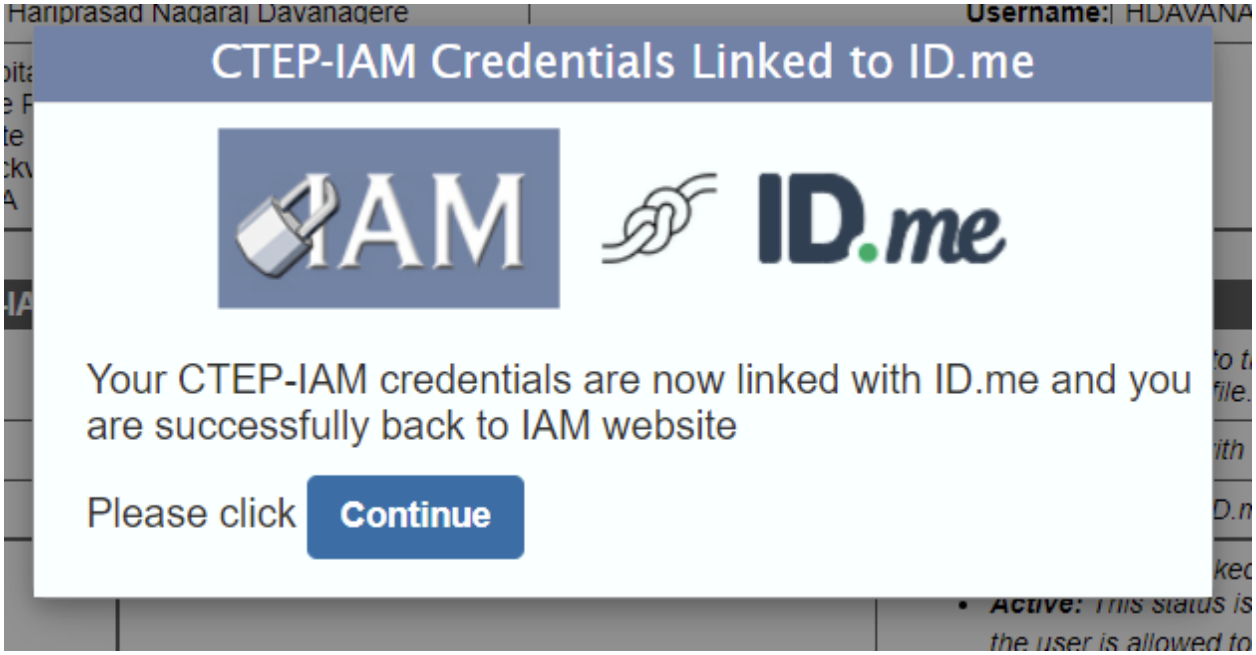

Figure 8: Popup Message on returning to CTEP-IAM

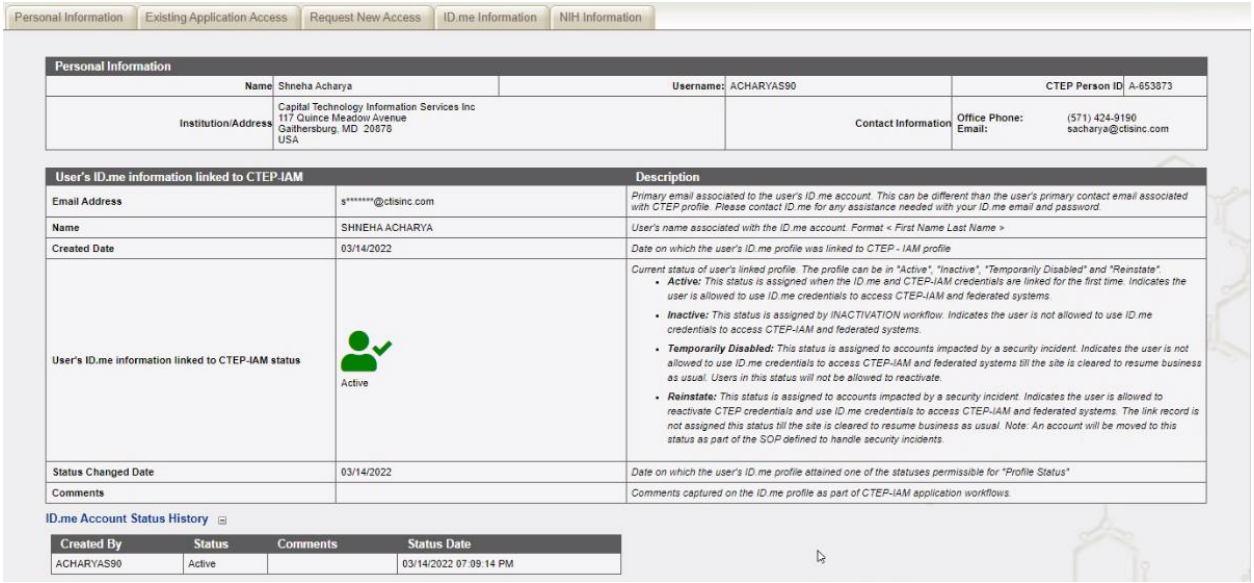

Figure 9: ID.me Information Section after ID.me and CTEP IAM accounts are linked

Validating Access to CTEP-IAM Using ID.me

13. Try gaining access to CTEP-IAM with CTEP-IAM username/password.
    a. A validation message will be displayed as shown below

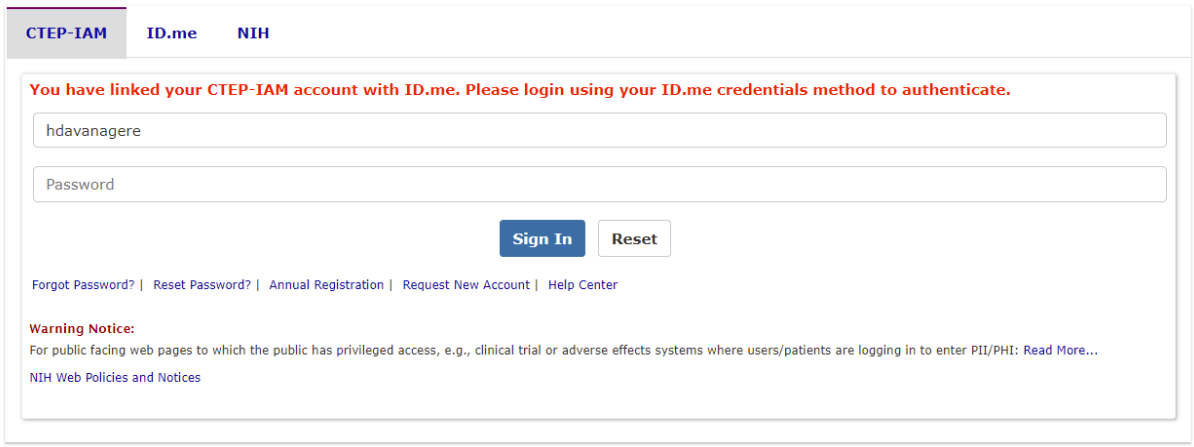

Figure 10: CTEP-IAM log in tab

14. Try gaining access to CTEP-IAM with ID.me account.
    a. Users will see a welcome on successful authenticating with their ID.me credentials. A snapshot of the screen is shown below

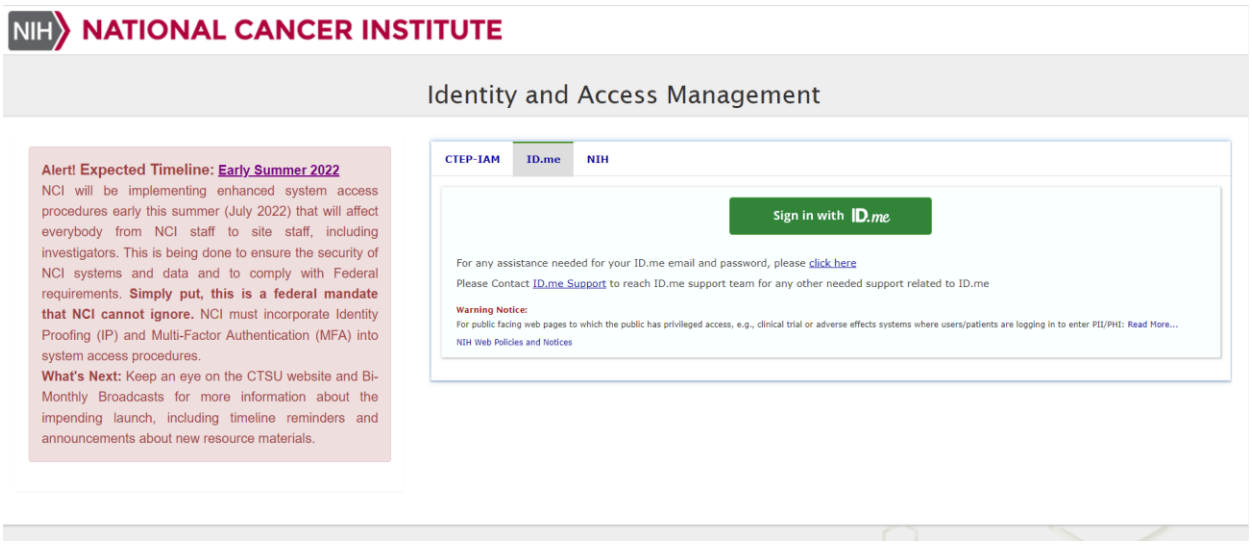

Figure 11: CTEP- IAM, ID.me Log in Tab

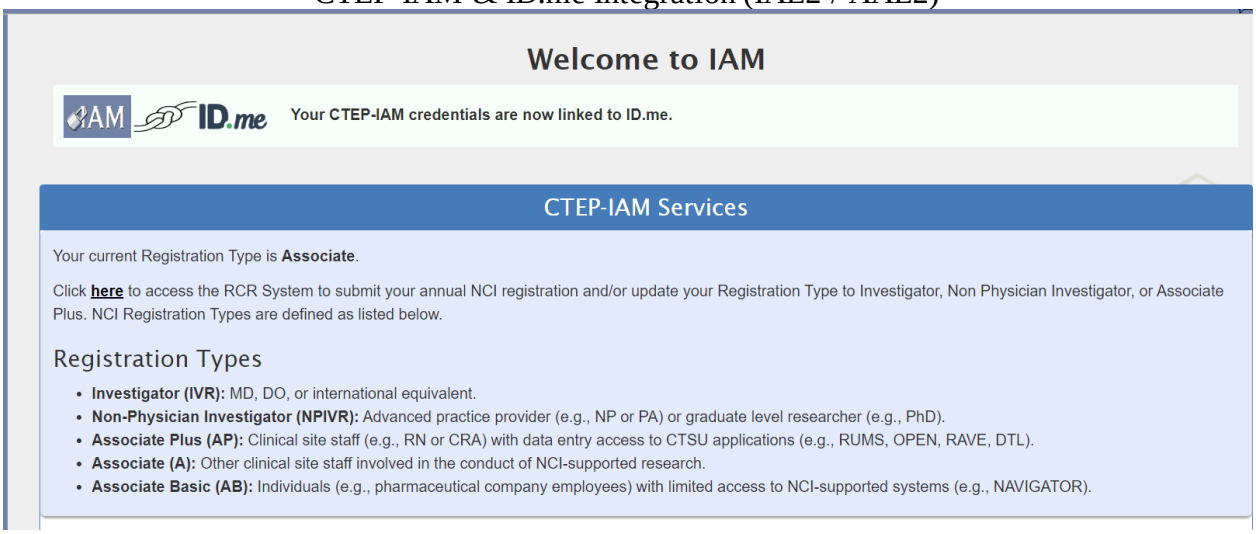

Figure 12: CTEP- IAM Welcome screen

Accessing Other Applications

15. Please navigate to the applications that you regularly access using CTEP-IAM username/password. The same applications should now be accessible using your ID.me credentials.